

INSTITUTE OF HUMAN RESOURCE DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14

Fin B2/6954/99/HRD

Dated: 28.03.2017

CIRCULAR

Sub:- Non-remittance of CPF and gratuity –Subscription/Contribution -
details called for – reg:

It has come to the notice of the undersigned that certain institutions are not remitting CPF subscription/contribution and gratuity contribution in time for the past few months due to shortage of funds. In order to ascertain the exact position you are requested to furnish the following details regarding the pending amount to this office by return.

Sl No.	Due month and year	Amount to be remitted to Headquarters			
		CPF Subscription	CPF Contribution	Gratuity contribution	Total
	Total				


Since the current financial year is coming to a close, you are requested to furnish the above details urgently for necessary action. Kindly ignore the communication, if the amount has already been forwarded to headquarters.

Sd/-
DIRECTOR

To

- 1) All Head of Institutions
- 2) Stock File
- 3) Office Copy

Approved for issue


Junior Superintendent